

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		(LEAVE BLANK)	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-560-04-10</i>	
1. FROM (Agency or establishment)  Department of Homeland Security		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked <input type="checkbox"/> disposition not approved <input type="checkbox"/> or <input type="checkbox"/> withdrawn <input type="checkbox"/> in column 10.	
2. MAJOR SUBDIVISION  Transportation Security Administration			
3. MINOR SUBDIVISION  Office of Operations Policy (OPPOL)			
4. NAME OF PERSON WITH WHOM TO CONFER  Arthur McCune, Jr.	5. TELEPHONE  571/227-2076	DATE  <i>12-16-04</i>	ARCHIVIST OF THE UNITED STATES  <i>J. W. Carl</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>6</u> page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE  05/07/04	SIGNATURE OF AGENCY REPRESENTATIVE  <i>Barbara D. Deves / Arthur McCune Jr.</i>		TITLE Records Management Officer
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<b>**See Attached**</b>		

*SA 12/20/04 Copies sent to Agency, NWMD, NWMD, NR*

**OPPOL 2000 — OPERATIONS POLICY**

This category is for specific disposition guidelines in connection with Transportation Security Administration records created by **Operations Policy**.

Title	Description of Records	Disposition	Authority
1) <b>OPPOL 2000.2</b> CORRESPONDENCE	Routine correspondence with the general public, Federal agencies, and Congress regarding policy questions. (OPPOL is not the office of record for Congressional correspondence.)	Cut off at end of fiscal year. <b>Destroy</b> 3 years after cutoff.	
2) <b>OPPOL 2000.9</b> FREEDOM OF INFORMATION ACT	Copies of files created in response to requests for information under the FOIA consisting of original request and a copy of all responsive documents provided to FOIA office.	Cut off at end of calendar year. <b>Destroy</b> 2 years after cutoff.	
3) <b>OPPOL 2000.10</b> SECURITY PROGRAMS ISSUED THROUGH OPPOL	Records regarding programs required by law to ensure the safety and security of persons and property in aviation, maritime and surface transportation systems against an act of criminal violence, piracy and introduction of unauthorized weapon, explosive, or incendiary device.	<b>PERMANENT.</b> Cut off at end of calendar year. Transfer to FRC 3 years after cutoff. Transfer to NARA 10 years after cutoff.	
4) <b>OPPOL 2000.11</b> SECURITY DIRECTIVES/ EMERGENCY AMENDMENTS- ISSUED THROUGH OPPOL	Files include all security directives, emergency amendments and background information and records regarding their implementation. TSA/Office of Operations Policy issues these documents when additional security measures are necessary to respond to a threat assessment or to a specific threat.	<b>PERMANENT.</b> Cut off at end of calendar year. Transfer to FRC 5 years after cutoff. Transfer to NARA 10 years after cutoff.	

**OPPOL 2000 - OPERATIONS POLICY**

Title	Description of Records	Disposition	Authority
5) POLICY RECORDS	<p>a. Background files relating to policy development, planning formulation, and oversight of OPPOL policies, including directives, bulletins, policy interpretation memos, and correspondence relating to the interpretation of policy.</p> <p>b. Official signed policy statements.</p>	<p>Cut off when superseded or obsolete. <b>Destroy</b> 2 years after cutoff.</p> <p><b>PERMANENT.</b> Cut off at end of calendar year in which superseded or obsolete. Transfer to NARA 10 years after cutoff.</p>	
6) OPPOL 2000.14 STANDARD OPERATING PROCEDURES (SOP)	Standard Operating Procedures for TSA employees to follow when conducting aviation security activities. Files also include related correspondence.	<p><b>PERMANENT.</b> Cut off at end of calendar year in which superseded or obsolete. Transfer to NARA 10 years after cutoff.</p>	
7) OPPOL 2000.23 TRANSPORTATION SECURITY PROJECTS AND MAJOR ISSUES	Files include correspondence, memorandums, briefing papers, studies, and Press reports, regarding Transportation Security projects.	Cut off when project terminated. <b>Destroy</b> 2 years after cutoff.	

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Title	Description of Records	Disposition	Authority
<p><b>8) Electronic Mail and Word Processing System Copies</b></p>	<p>Electronic copies of records on this schedule that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p>	<p><b>Destroy/Delete</b> within 180 days after the recordkeeping copy has been produced.</p>	
	<p>a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p>		
	<p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<p><b>Delete</b> when dissemination, revision, or updating is complete.</p>	

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DATE  05/07/04	SIGNATURE OF AGENCY REPRESENTATIVE  <i>Barbara D. Deven...</i>		TITLE Records Management Officer
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Title	Description of Records	Disposition	Authority
<b>OPPOL 2000.1</b> GENERAL FILES	General material and correspondence relating to the Office of Operations Policy too broad in scope to be filed under one of the specific subjects below.	Cut off at end of fiscal year. <b>DESTROY</b> when 3 years old.	
<b>OPPOL 2000.2</b> CORRESPONDENCE	Congressional correspondence, routine correspondence, memorandums, directives, reports and other records. .1 Congressional .2 Interagency .3 Internationals	Cut off at end of fiscal year. <b>DESTROY</b> when 3 years old.	
<b>OPPOL 2000.3</b> COMMITTEES, CONFERENCES AND MEETINGS	Correspondence, memorandums, reports, supporting data, and other records pertaining to the planning and creation of committees, meetings, and conferences.	Cut off at end of fiscal year. <b>DESTROY</b> when 3 years old.	
<b>OPPOL 2000.4-7</b> UNASIGNED			
<b>OPPOL 2000.8</b> REGULATIONS AND RULEMAKING	Files reflecting the development of new or amended Federal regulations, and grants or denials of exemption petitions.	Record copy maintained on DOT Docket Management Electronic recording keeping Program copies.	
<b>OPPOL 2000.9</b> FREEDOM OF INFORMATION ACT	Files created in response to requests for information under the FOIA consisting of original request and a copy of all responsive documents provided to FOIA office. a. Granting access to all requested records.  b. Denials/not appealed	FOIA record copies maintained by CSO Office of Security. Program copies retained by Office of Security <b>destroy</b> after two years.	

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<b>OPPOL 2000.10</b> SECURITY PROGRAMS- ISSUED THROUGH OPPOL	c. Appeals  Programs required by law to ensure the safety and security of person and property in aviation, maritime and surface transportation systems against an acts of criminal violence, piracy and introduction of unauthorized weapon, explosive, or incendiary device.	Cut off at end of calendar year. <b>PERMANENT.</b> Transfer to FRC when 3 years old. Offer to NARA when 10 years old.	
<b>OPPOL 2000.11</b> SECURITY DIRECTIVES/ EMERGENCY AMENDMENTS- ISSUED THROUGH OPPOL	Files include all security directives, emergency amendments and background information and records regarding their implementation. TSA/Office of Operations Policy issues these documents, when additional security measures are necessary to respond to a threat assessment or to a specific threat.	Cut off at end of calendar year. <b>PERMANENT.</b> Transfer to FRC when 5 years old. Offer to NARA when 10 years old.	
<b>OPPOL 2000.12</b> UNASSIGNED			
<b>OPPOL 2000.13</b> OPERATIONAL POLICY MEMORANDUMS	Files include all documents, including correspondence, memorandums, background information, and studies on operational policy memorandums.	Cut off at end of calendar year. <b>DESTROY</b> when 3 years old.	
<b>OPPOL 2000.14</b> TSA AVIATION SECURITY STANDARD OPERATING PROCEDURES (SOP)	Correspondence, memorandums, studies, and documents related to the TSA Aviation Security SOP.	Cut off at end of calendar year. <b>DESTROY</b> when 3 years old.	
<b>OPPOL 2000.15</b> MARITIME & LAND	All documents, files, and records related to goals and objectives and actions plans.	Cut off at end of calendar year. <b>DESTROY</b> when 3 years old.	

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<b>OPPOL 2000.16-17 UNASSIGNED</b>			
<b>OPPOL 2000.18 GENERAL AVIATION</b>	Correspondence, memorandums, briefings, studies, and other documents regarding general aviation.	Cut off at end of calendar year. <b>DESTROY</b> when 3 years old.	
<b>OPPOL 2000.19 CARGO RISK MANAGEMENT AND VULNERABILITY ASSESSMENTS</b>	Files include all records, including correspondence, memorandum, briefings, and studies regarding risk management and vulnerability assessments.	Cut off at end of calendar year. <b>DESTROY</b> when 3 years old.	
<b>OPPOL 2000.20 OPERATIONS POLICY HISTORY</b>	Reports and studies of historical significance that documents the development of TSA policies and procedures. Examples: Presidential Committee reports, accident reports, congressional reports and testimony, and legislation.	Cut off at end of calendar year. <b>PERMANENT.</b> Transfer to FRC when 4 years old. Offer to NARA when 10 years old.	
<b>OPPOL 2000.21 UNASSIGNED</b>			
<b>OPPOL 2000.22 CARGO SECURITY</b>	Files include all correspondence, memorandums, background information and studies on cargo security.	Cut off at end of calendar year. <b>DESTROY</b> when 3 years old.	
<b>OPPOL 2000.23 TRANSPORTATION SECURITY PROJECTS</b>	Files include all records, including briefing papers studies, regarding Transportation Security projects.	Cut off at end of calendar year. <b>DESTROY</b> when 3 years old.	



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<b>OPPOL 2000.24</b> EMAIL AND WORD PROCESSING DOCUMENTS	a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.  b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.	<b>Delete/destroy</b> within 180 days after the record keeping copy has been produced.  <b>Delete</b> when dissemination, revision, or updating is complete.	